

GENERAL DEFINITION OF WORK:

This position will support a phased 5 year project implementation for Fauquier County. Position will be responsible for providing management support to include planning, installation, configuration, operations, project management and maintenance of systems and applications.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Combines hands-on skills in systems administration and strong project management skills to lead project teams from kickoff to launch. Provides long term continuity support for the County after the implementation period.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Functions as project lead to architect, implement or enhance, and test the necessary systems and applications to meet dynamic business needs; Performs complex configuration, change management and testing activities to support and integrate between all applications.
- Ensures delivery of program/project deliverables via utilizing excellent judgement, leadership and active risk-management.
- Provides measurement of critical project operational data points, and serving as an early-warning escalation point.
- Skillful in presenting meaningful data and summarizing key information to all stakeholders including Project executive level reporting.
- Schedules and leads project meetings, facilitates meetings for other departments, manages project budgets and billing, provides status updates, gathers and documents requirements from business owners, updates project lists and timelines.
- Responsible for regular written and verbal project communication, including updates to County leadership as required. Effectively leads diverse groups of stakeholders through a decision making process to reach consensus on process changes.
- Manages list of open implementation risks and issues and is responsible for developing the associated mitigation strategies.
- Serves as technical project lead and vendor liaison involving implementation, upgrades, and maintenance of applications, databases, middleware, mobile devices, interfaces, and servers.
- Reports regularly on the status of identified risks and issues.
- Develops internal project communications and manages organization change management activities.
- Establish and execute training plan to ensure system team readiness. Ensure training metrics are established, monitored, tracked, and analyzed.
- Is detail-oriented, well organized, and has an understanding of complexities of data conversions. Requires a strong understanding of database management and database practices.
- Interacts and communicates with various groups and individuals such as Information Technology Director, coworkers, County Administration, Sheriff's Office personnel, Fire and Rescue personnel, and the general public.
- Provides assistance in report generation.
- Troubleshoots system related issues and serves as the liaison with the vendor.

KNOWLEDGE, SKILLS AND ABILITIES:

Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives. Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility. Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects. Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information. Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs. Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems. Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

EDUCATION AND EXPERIENCE:

Bachelor's degree in Computer Science, Information Systems, Business Administration or related field; supplemented by three (3) to five (5) years of project management experience with telecommunications applications, databases and servers; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Experience deploying and maintaining DSL and WISP networks required.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Project Management certification (e.g., PMP, CAPM) from the Project Management Institute (PMI) is desired.